



The Corporation of the United Counties of Prescott and Russell

**By-law 2023-19, a By-law to establish and require payment of fees and charges
Consolidated for Convenience Only**

This is a consolidation of "By-law 2023-19". The Amendment By-law indicated below has been combined with the Original By-law for convenience only. This consolidation is not a legal document. The Original By-law shall be consulted for all required interpretations and applications.

Table 1 Amendments Made to By-law 2023-19

Amendment By-law	Description	Effective Date
2025-20	Schedule D repealed and replaced with a new version. Security Deposit Fee column in Schedule F, Table F.1.2 – Ditch Filling, amended.	April 23, 2025

**The Corporation of the
United Counties of Prescott and Russell**

By-law 2023-19

A By-law to establish and require payment of fees and charges.

Whereas section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that without limiting sections 9, 10 and 11 of the *Act*, those sections authorize a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board, and for the use of its property including property under its control;

And whereas section 69 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, states that the council of a municipality, by By-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality;

And whereas the Council of the Corporation of the United Counties of Prescott and Russell (the "Corporation") deems it necessary and expedient to update the existing By-laws establishing and requiring the payment of fees and charges for services, activities, and use of its property in order to combine all fees and charges of every Department of the Corporation into one By-law.

Now therefore the Council of the Corporation of the United Counties of Prescott and Russell enacts as follows:

1. That the fees and charges for the Corporation of the United Counties of Prescott and Russell, as established in Schedule A to Schedule I, be hereby adopted and forming part of this By-law.
2. That no request by any person or their agent for any services, activities and use of its property described in Schedule A to Schedule I will be processed or provided by the Corporation of the United Counties of Prescott and Russell until the person or their agent requesting the service, activity or use of property has paid the applicable fee or charge in the prescribed amount as set out in the applicable Schedule.
3. The fees and charges as established in Schedule A to Schedule I are subject to the Harmonized Sales Tax (HST) where applicable.
4. That By-law 2022-09 be hereby repealed.
5. That this By-law shall come into force and take effect on June 1, 2023.

By-law read a first, second, and third time, and passed on May 24, 2023.

Original copy signed by Normand Riopel
Normand Riopel, Warden

Original copy signed by Mélissa Cadieux
Mélissa Cadieux, Clerk

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule A to By-law 2023-19

Administration

Table A.1. – Fees and Charges Photocopies

Types and Description	Fees and Charges
Applicable fees are specified in Schedule I, Table I.19 of this By-law	Applicable fees are specified in Schedule I, Table I.19 of this By-law

Table A.2. – Fees and Charges for County Pins

Types and Description	Fees and Charges
County pins	\$2.00

Table A.3. – Fees and Charges for a Request for Information Under *MFIPPA*

Types and Description	Fees and Charges
Request for information under the <i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>	as per the <i>Act</i>

Table A.4. – Fees and Charges to File a Complaint to the Integrity Commissioner

Types and Description	Fees and Charges
Filing of a complaint	\$300.00 refundable fee

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule B to By-law 2023-19

Finance

Table B.1. – Fees and Charges for Late Payments

Types and Description	Fees and Charges
Late payment fees on all overdue accounts	1.25% per month after 30 days

Table B.2. – Fees and Charges for NSF Cheques

Types and Description	Fees and Charges
NSF cheques	\$35.00 (except where otherwise provided in this By-law)

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule C to By-law 2023-19

Provincial Offences

Table C.1. – All Fees and Charges for the Provincial Offences Office

Types and Description	Fees and Charges
Provincial Offences	as per the <i>Provincial Offences Act</i> , R.S.O. 1990, c. P.33 or any other applicable regulations

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule D to By-law 2023-19

Communications

Table D.1. – Fees and Charges for the Prescott and Russell Tourism Signage Program

Types and Description	Fees and Charges
Category 1 Sign Applicable Road: County Road 17 Sign Dimensions (length by height): 96 inches by 24 inches or 8 feet by 2 feet	Administrative fees of \$150 + Price at cost in effect per sign
Category 2 Sign Applicable Road: Regional Jurisdiction Road (speed limit of 50 km/h to 70 km/h) Sign Dimensions (length by height): 72 inches by 18 inches or 6 feet by 1.5 feet	Administrative fees of \$150 + Price at cost in effect per sign
Category 3 Sign Applicable Road: Municipal Jurisdiction Road (speed limit of 50 km/h or fewer) Sign Dimensions (length by height): 48 inches by 18 inches or 4 feet by 1.5 feet	Administrative fees of \$150 + Price at cost in effect per sign
Category 4 Sign Applicable Road: Regional or Municipal Jurisdiction Road (speed limit of 50 km/h or fewer) Sign Dimensions (length by height): 36 inches by 12 inches or 3 feet by 1 foot	Administrative fees of \$150 + Price at cost in effect per sign
Contract Renewal Applicable Road: All roads combined Sign Dimensions: All dimensions combined	Administrative fees of \$75 per sign

Notes:

- I. Administrative fees: These include the costs for coordinating, designing, installing, and maintaining the tourism signs.
- II. Price at cost: This refers to the direct production costs of the tourism signs, as charged by the manufacturer, without any added profit margin.

(Amended by By-law 2025-20)

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule E to By-law 2023-19

Emergency Services

Table E.1. – Fees and Charges for Ambulance Transportation

Types and Description	Fees and Charges
Ambulance transportation	As per the <i>Ambulance Act</i> , R.S.O. 1990, c. A.19

Table E.2. – Fees and Charges for Requests for Reports Under *PHIPA*

Types and Description	Fees and Charges
Request for Ambulance Call Reports and First Response Team Call Reports under the <i>Personal Health Information Protection Act, 2004</i>	Processing fee of \$25.00. Additional fees may also apply as per the <i>Act</i> .

Table E.3. – Fees and Charges for the Rental of Ambulance and Services for Events

Types and Description	Fees and Charges
Rental of ambulances and services for events	\$225.00 per hour for a minimum of four hours (subject to change without prior notice)

Table E.4. – Fees and Charges for the Training Room

Types and Description	Fees and Charges
Training Room	no cost

Table E.5. – Fees and Charges for the Rental of Portacount Plus (Fitting of N-95 Masks)

Types and Description	Fees and Charges
Rental of Portacount Plus (fitting of N-95 masks)	\$60.00 per hour and \$8.00 per employee tested

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule F to By-law 2023-19

Public Works

Table F.1. – Road Occupancy Fees and Charges

Table F.1.1. – Entranceway

Type of Work Performed	Permit Fee (Non-refundable)	Security Deposit Fee (Refundable)
New construction	\$200	\$1,500
Extension	\$200	\$1,500
Relocate	\$200	\$1,500
Remove	No charge	No deposit required
Replace	\$200	\$1,500
Secondary	\$200	\$1,500
Temporary	\$200	\$1,500
Appeal of decision	\$500	No deposit required

Table F.1.2. - Ditch filling

Type of Work Performed	Permit Fee (Non-refundable)	Security Deposit Fee (Refundable)
New ditch filling	\$200	\$1,500
Extension and/or replacement of existing ditch filling	\$200	\$1,500

(Amended by By-law 2025-20)

Table F.1.3. – Work in Right-of-way

Type of Work Performed	Permit Fees (Non-refundable)	Security Deposit Fees (Refundable)
Temporary road occupation	\$200	\$500
Engineering Investigation	\$200	\$200 per monitoring well \$200 per borehole
Utility exploration excavation (daylighting)	\$200	\$500 per site
Any excavation work within the boulevard ⁴ /ditch	\$200 per kilometre of ROW impacted (minimum fee of \$200)	\$1,000
Any excavation work within the gravel shoulder of the road Boring under the hard surface without breaking the pavement	\$200 per kilometre of ROW impacted (minimum fee of \$200)	\$3,000
Any excavation work of the hard surface (excluding gravel shoulder) within the right-of-way	\$200 per kilometre of ROW impacted. (minimum fee of \$200)	\$10,000

Notes:

- i. Permit fees also applies to Municipal Consent for utility companies; however, some permit fees may not be applicable to utility companies depending on the type of work.
- ii. Security deposits are not applicable to utility companies unless stated otherwise in the executed Municipal Access Agreement between the Corporation and the utility company.
- iii. Security deposits may be exempt for projects when a security deposit was provided through an off-site work agreement. The decision of exempting a security deposit related to an off-site work agreement rests with the Public Works Director.
- iv. Boulevard means that part situated between the portion of the hard surface and the adjoining property line.

Table F.1.4. – Signs

Type of Permit	Type of Work Performed	Administrative Fees <i>Non-refundable</i>	Security Deposit Fees <i>Refundable</i>
Signs	New sign installation within road allowance	No charge	No deposit required

Table F.1.5. – Temporary Road Occupation for Event in Right-of-way

Type of Permit	Type of Work Performed	Administrative Fees <i>Non-refundable</i>	Security Deposit Fees <i>Refundable</i>
Temporary Road Occupation for events in right-of-way (for municipal supported events)	Events or parade	No charge	No deposit required

Table F.2. – Fees and Charges to Exceed Dimensions and Weight Limits on County Roads

Type of Permit	Annual	Seasonal	Single move/Day trip
Permit to exceed dimensions and weight limits on County Roads - Annual Moving Permit	\$200/unit	n/a	\$75.00/move
Seasonal Moving Permit related to moves during reduced load period (~ March 15 to May 15)	n/a	\$300/unit	n/a

Table F.3. – Fees and Charges in Respect to a *Planning Act* Application

Planning Application Type	Fees and Charges
Base fee for Site Plan Control (where the land abuts a County Road), Plan of Subdivision, Part Lot Control or Condominium (includes initial submission plus 1 review)	\$200
Servicing, SWM, grading and drainage review (if land abuts a County Road) (includes initial submission plus 1 review)	\$200
Basic Transportation Impact Study (LOS and turning lane warrant verification only) (includes initial submission plus 1 review)	\$300
Complex Transportation Impact Study (LOS, turning lane warrant, signal warrant verification and full impact of project) (includes initial submission plus 1 review)	\$500
Third or subsequent reviews for all file types	50% of current fees
Clearance of Conditions (per phase)	\$250
Detailed design review of proposed work within the Corporation's right-of-way subject to an off-site work agreement	\$500

Note: All fees must be paid prior to the release of written comments to approval authorities

Table F.4. – Agreements and Other Fees and Charges

Types and Description	Fees and Charges
Off-site work Agreement (preparation of agreement, inspection fees, release of financial deposits)	Full cost recovery \$2,000 minimum
Security deposits for off-site work related to an agreement. The deposit shall be in a form acceptable by the Corporation	100% of the estimated off-site work prior to the execution of the agreement for off-site work estimated at less than \$100,000. For off-site work estimated at more than \$100,000 and at the discretion of the Director of Public Works, a minimum of 25% of the estimated work prior to the execution of the agreement. The remaining 75% to be provided prior to commencement of off-site work.
Tender documents and bidding requirements	As per the Corporation's Procurement Policy
Cost and expenses related to a temporary road closure resulting from a motor vehicle accident and/or Corporation's infrastructure damage, including but not limited to professional service, external and internal services, materials, labour, equipment, and call outs	Full cost recovery + administration fees based on Ontario Provincial Standards OPSS Muni.100, as amended.
Professional Fees The proponent shall be responsible for the fees and expenses of the Corporation's peer review professionals (e.g., Technical Consultant, Professional Engineer, Lawyer, etc.)	Full cost recovery + 10% administration fee
Traffic signal timing data	\$300 per intersection
Easement Agreement on County Road (where private landowner request easement on County right-of-way)	Full cost recovery \$1,000 minimum
Encroachment Agreement – where the encroachment onto a County Road is not resulting from land being conveyed for a road widening by the Owner to the Corporation	Full cost recovery \$500 minimum

Note: Local municipalities may be exempt from the fees and charges for the Public Works Department listed in Schedule F where the proposed work is required for municipal purposes. The decision if a local municipality should be exempt from a fee or charge listed in Schedule F rests with the Public Works Director.

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule G to By-law 2023-19

Prescott and Russell Residence

Table G.1. – Fees and Charges for Meals

Types and Description	Fees and Charges
Guest meals	\$8.00
Guest meals on special occasions	\$16.00

Table G.2. – Fees and Charges for Suppliers of Services to Residents

Types and Description	Fees and Charges
Administration fee for suppliers of services to residents	10% of total invoice

Table G.3. – Fees and Charges for Repair and Cleaning of Personal Equipment

Types and Description	Fees and Charges
Repair and cleaning of personal equipment	Employee current wage and fringe benefits per hour

Table G.4. – Fees and Charges for Staff Accompaniment for Medical Appointments

Types and Description	Fees and Charges
Staff accompaniment for medical appointments	Employee current wage and fringe benefits per hour

Table G.5. – Fees and Charges for Rentals

Types and Description	Fees and Charges
Rental of chapel	\$100.00
Rental of small activity room	\$35.00 (additional costs for special set up)
Rental of large bistro room	\$75.00 (additional costs for special set up)

Table G.6. – Fees and Charges for Photocopies

Types and Description	Fees and Charges
Photocopies for Residents	\$0.10 per page

Table G.7. – Fees and Charges for a Request for Information Under *PHIPA*

Types and Description	Fees and Charges
Request for information under the <i>Personal Health Information Protection Act, 2004</i>	as per the <i>Act</i>

Fees and Charges of the Corporation of the United Counties of Prescott and Russell

Schedule H to By-law 2023-19

Social Services

Table H.1. – Fees and Charges for Private Home Child Care Per Diem

Types and Description	Fees and Charges
Between 0-2 hours	\$22.00
Between 2-5 hours	\$26.75
Between 5-10 hours (0-24 months)	\$41.50
Between 5-10 hours (24 months and older)	\$40.00
Between 15-22 hours	\$66.50
Overtime	\$7.00

Table H.2. – Fees and Charges for NSF Cheques for Social Housing

Types and Description	Fees and Charges
NSF Cheques for social housing	\$20.00

Table H.3. – Fees and Charges for Photocopies

Types and Description	Fees and Charges
Photocopies of required documents for Social services files	no cost

Tables I.2. to I.20. – 2023-2027 Planning Application Fees

Table I.2. – Fees and Charges for the Official Plan Amendment

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Official Plan Amendment (OPA) County OPA Local municipalities shall be exempt from the need to submit the application fee where the proposed Official Plan Amendment is required for municipal purposes	\$3,900	\$4,250	\$4,500	\$4,750	\$5,000

Table I.3. – Fees and Charges for the Revised Official Plan Amendment

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Revision to an Official Plan Amendment Where the applicant requests a revision to an application that requires additional processing or an additional public meeting	\$650	\$700	\$750	\$800	\$850

Table I.4. – Fees and Charges for the Local Official Plan Amendment

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Local Official Plan Amendment Local municipalities shall be exempt from the need to submit the application fee where the proposed Official Plan Amendment is initiated by the local municipality	\$900	\$950	\$1,000	\$1,050	\$1,100

Table I.5. – Fees and Charges for Consent Application

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Consent Application	\$1,350	\$1,400	\$1,450	\$1,500	\$1,550
Revised consent application requiring additional recirculation	\$540	\$600	\$650	\$700	\$750
Certificate of Cancellation and Certificate of Validation in addition to any legal costs	\$540	\$600	\$650	\$700	\$750
Certificate for the retained land resulting from consent	\$475	\$500	\$550	\$600	650
Refund Fifty percent (50%) of the Initial Application Fee shall be returned if an application is withdrawn by the applicant prior to a decision	Fifty percent (50%) of the Initial Application Fee	Fifty percent (50%) of the Initial Application Fee	Fifty percent (50%) of the Initial Application Fee	Fifty percent (50%) of the Initial Application Fee	Fifty percent (50%) of the Initial Application Fee

Table I.6. – Fees and Charges for the Plan of Subdivision

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
- up to 20 developable lots/blocks/units where development is proposed on private water and wastewater services or a single water or wastewater service or communal service(s) an environmental review deposit of \$1,000 shall be required	\$3,500	\$3,750	\$4,000	\$4,250	\$4,500
- 21 to 50 developable lots/blocks/units where development is proposed on private water and wastewater services or a single water or wastewater service or communal service(s) an environmental review deposit of \$1,500 shall be required	\$6,300	\$6,500	\$6,750	\$7,000	\$7,200
- more than 50 developable lots/block/units where development is proposed on private	\$7,600	\$7,850	\$8,000	\$8,250	\$8,500

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
water and wastewater services or a single water or wastewater service or communal service(s) an environmental review deposit of \$2,000 shall be required					
Draft Approval Extension for each application for extension of draft approval beyond the usual three-year draft approval granted by the Corporation	\$800	\$900	\$1,000	\$1,150	\$1,200
Emergency Extension for each three (3) month emergency extension to draft approval	\$750	\$800	\$900	\$1,000	\$1,100
Each final approval of plan or phase	\$750	\$750	\$1,000	\$1,250	\$1,500
Corporation's Planning Department review of a plan of subdivision application, where a local municipality is the approval authority	\$1,100	\$1,250	\$1,500	\$1,750	\$2,000
Corporation's Planning Department review of a draft approved plan of subdivision, where a local municipality is the approval authority	\$600	\$800	\$1,000	\$1,200	\$1,300

Table I.7. – Fees and Charges for Major Recirculation

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan 1/27)
Major Recirculation Major revision to the draft plan (major redline) or to the conditions of draft approval either of which require a major recirculation	\$2,250	\$2,500	\$2,750	\$3,000	\$3,250

Table I.8. – Fees and Charges for Minor Revision

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan 1/27)
Minor Revision for minor revisions to the draft plan (minor redline) and/or draft conditions, which do not require major recirculation	\$750	\$1,000	\$1,250	\$1,500	\$1,750

Table I.9. – Fees and Charges for the Plan of Condominium

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
- up to 20 developable lots/blocks/units where development is proposed on private water and wastewater services or a single water or wastewater service or communal service(s) an environmental review deposit of \$1,000 shall be required	\$3,500	\$3,750	\$4,000	\$4,250	\$4,500
- 21 to 50 developable lots/blocks/units where development is proposed on private water and wastewater services or a single water or wastewater service or communal service(s) an environmental review deposit of \$1,500 shall be required	\$6,300	\$6,500	\$6,750	\$7,000	\$7,250
- more than 50 developable lots/block/units where development is proposed on private water and wastewater services or a single water or wastewater service or communal	\$7,600	\$7,850	\$8,000	\$8,250	\$8,500

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
service(s) an environmental review deposit of \$2,000 shall be required					
Draft Approval Extension for each application for extension of draft approval beyond the usual three-year draft approval granted by the Corporation	\$800	\$900	\$1,000	\$1,150	\$1,200
Emergency Extension for each three (3) month emergency extension to draft approval	\$750	\$800	\$900	\$1,000	\$1,200
Each final approval of plan or phase	\$750	\$750	\$1,000	\$1,250	\$1,500
Corporation's Planning Department review of a plan of condominium application, where a local municipality is the approval authority	\$1,100	\$1,250	\$1,500	\$1,750	\$2,000
Corporation's Planning Department review of a draft approved plan of condominium, where a local municipality is the approval authority	\$600	\$800	\$1,000	\$1,200	\$1,300

Table I.10. – Fees and Charges for Major Recirculation

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Major Recirculation major revision to the draft plan (major redline) or to the conditions of draft approval either of which require a major recirculation	\$2,250	\$2,500	\$2,750	\$3,000	\$3,250

Table I.11. – Fees and Charges for Minor Revision

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Minor Revision for minor revisions to the draft plan (minor redline) and/or draft conditions, which do not require major recirculation	\$750	\$1,000	\$1,250	\$1,500	\$1,750

Table I.12. – Fees and Charges for Condominium Description Exemption

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Condominium Description Exemption Exemption under Section 9 of the <i>Condominium Act, 1998</i> , S.O. 1998, c. 19, as amended	\$600	\$1,000	\$1,250	\$1,500	\$1,750
Each final approval of plan or phase	\$750	\$750	\$1,000	\$1,250	\$1,500

Table I.13. – Fees and Charges for Part Lot Control

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Part Lot Control Corporation's Final Approval	\$475	\$500	\$600	\$700	\$800

Table I.14. – Fees and Charges for Technical Studies

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Technical Studies The applicant shall be responsible for the fees and expenses of the Corporation's peer review professionals if any technical studies are required for any planning matter as determined by the Planning and Forestry Department	Cost recovery basis + a \$250 admin fee	Cost recovery basis + a \$300 admin fee	Cost recovery basis + a \$350 admin fee	Cost recovery basis + a \$400 admin fee	Cost recovery basis + a \$450 admin fee

Table I.15. – Fees and Charges for Appealed Decisions

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Appealed Decisions Fees Planning, professional, and legal fees and expenses associated with processing an Ontario Land Tribunal (OLT)'s planning jurisdiction appeal file and preparing for and giving evidence at Ontario Land Tribunal (OLT)'s planning jurisdiction or mediating a resolution for files supporting the Applicant's position shall	Cost recovery basis	Cost recovery basis	Cost recovery basis	Cost recovery basis	Cost recovery basis

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
be on a cost-recovery basis					

Table I.16. – Fees and Charges for a Deposit

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Deposit A deposit is required for all Official Plan Amendment and Plan of Subdivision/Condominium applications. The deposit will be refunded if no appeal is filed with the Ontario Land Tribunal (OLT)'s planning jurisdiction	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Table I.17. – Fees and Charges for Copies of the Corporation's Official Plan

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Copy of the Corporation's Official Plan (Paper copy of document and Schedules)	\$41	\$50	\$60	\$70	\$80

Table I.18. – Fees and Charges for Custom-made Maps

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Custom-made maps will be invoiced according to the following rules: -per working hour Local municipalities shall be exempt from the working hour cost for minor adjustments to existing maps and for small municipal mapping projects	\$58/hr	\$60/hr	\$65/hr	\$70/hr	\$75/hr

Table I.19. – Fees and Charges for Printing Costs According to Paper Size

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
8.5" X 11" (letter)	\$2	\$2	\$2	\$2	\$2
8.5" X 14" (legal)	\$3	\$3	\$3	\$3	\$3
11" x 17" (tabloid)	\$5	\$5	\$5	\$5	\$5
Large Format (up to 36")	\$20	\$20	\$20	\$20	\$20
Extra Large Format (more than 36") Local municipalities shall be exempt from the printing cost of 25 existing maps per calendar year.	Case depending	Case depending	Case depending	Case depending	Case depending

Table I.20. – Fees and Charges for Imagery

Types of Applications	Actual Fees (2023)	2024 Fees (Effective Jan. 1/24)	2025 Fees (Effective Jan. 1/25)	2026 Fees (Effective Jan. 1/26)	2027 Fees (Effective Jan. 1/27)
Entire one km ² tiles in ".jp2" format from the most recent DRAPE project. Client must sign a sub-license agreement	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)
Entire one km ² tiles in ".tiff" format from the most recent DRAPE project. Client must sign a sub-license agreement	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)	\$50/tile of 1 km ² (no partial tiles permitted)
Entire one km ² tiles in ".las" format from the most recent LiDAR project. Client must sign a sub-license agreement. Certain conditions apply depending on the area of interest. Can be subject to third party approval	\$40/tile of 1 km ² (no partial tiles permitted)	\$40/tile of 1 km ² (no partial tiles permitted)	\$40/tile of 1 km ² (no partial tiles permitted)	\$40/tile of 1 km ² (no partial tiles permitted)	\$40/tile of 1 km ² (no partial tiles permitted)

Notes:

- i. The fees for documents and data must be paid before delivery of the product.
- ii. The cancellation of a public meeting at the applicant's request will incur additional fees of \$230 for a mail out, and/or \$290 per newspaper notice.
- iii. Application and related fees are charged in accordance with the fee that is in effect on the date that a complete application has been officially received and accepted by the Planning Department. For an application to be considered complete, the pre-consultation meeting (if required) must have been held and all necessary supporting documentation, including required reports, must be provided at the time of application submission.